



MEETING DATE: 06-19-06

ITEM NO:

13

COUNCIL AGENDA REPORT

DATE: June 15, 2006

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER

A handwritten signature in black ink, appearing to read "Debra J. Figone".

SUBJECT: CIVIC CENTER/LIBRARY MASTER PLAN

- A. AUTHORIZE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH ANDERSON-BRULE ARCHITECTS IN AN AMOUNT NOT TO EXCEED THE REMAINING BALANCE PLUS AN ADDITIONAL \$20,000.00 FOR A TERM ENDING JUNE 30, 2007 TO COMPLETE THE CIVIC CENTER/ LIBRARY MASTER PLAN
- B. AUTHORIZE BUDGET ADJUSTMENT IN THE AMOUNT OF \$20,000 FROM THE GENERAL FUND MANAGER'S CONTINGENCY ACCOUNT INCREASING THE BUDGET BY \$20,000 IN THE TOWN'S CIVIC CENTER MASTER PLAN PROJECT #400-0202.

RECOMMENDATION:

1. Authorize Town Manager to negotiate and execute an agreement with Anderson-Brule architects in an amount not to exceed the remaining balance plus an additional \$20,000 for a term ending June 30, 2007 to complete the Civic Center/Library Master Plan.
2. Authorize budget adjustment in the amount of \$20,000 from the general fund manager's contingency account increasing the budget by \$20,000 in the Town's Civic Center Master Plan project #400-0202.

PURPOSE OF THE MASTER PLAN

In 2001, the Town Council prudently decided to begin a master planning process for the facilities at the Civic Center. Public buildings do not last forever; moreover, their ability to serve the public may decrease over time. The purpose of the master plan is to ensure that the Town is prepared to undertake improvements to the Civic Center, if and

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ASSISTANT TOWN MANAGER

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Reviewed by: _____ Assistant Town Manager OK Town Attorney
_____ Clerk Administrator SC Finance _____ Community Development

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when necessary. The master planning process is intended to determine the public's needs for services, and to evaluate options for meeting those needs through existing and/or new public spaces. Completion of the master plan is not a commitment to undertake any of the improvements. It is a plan for how to proceed over the course of time, if and when the Council and community so determines.

BACKGROUND:

On April 15, 2002, the Town Council adopted a resolution authorizing the Town Manager to execute an agreement in the amount of \$240,450 with Anderson-Brule Architects (ABA) to serve as consultants in the development of a strategic Master Plan for the Los Gatos Civic Center and Library.

To-date, the Council has discussed five of the deliverable products required as building blocks of the Master Plan. These include:

- Town Service Assessment, which identifies the services the community desires from the Town (based on focus groups and community forums) – reviewed by Council on October 7, 2002;
- Existing conditions analysis of Civic Center facilities – reviewed by Council on January 6, 2003;
- Operational Plan, which describes how the Town does and can provide these services – reviewed by Council on May 1, 2006;
- Space Program, which the space required to provide these services – reviewed by Council on May 1, 2006; and,
- Site options for locating the services on the Civic Center site – reviewed by Council on June 5, 2006.

Based on the findings of the existing conditions analysis in January 2003, the Council directed that a preliminary structural investigation be conducted to gain further information regarding Civic Center facilities. As this was outside the scope of the initial agreement, the Council approved on March 3, 2003 an amendment to the agreement with ABA to conduct the preliminary structural investigation at an additional cost of \$35,000.

In the fall of 2003, the Master Plan project was put on hold due to the fiscal situation associated with the local economy and with the actions of the State government. In February 2005, the Council approved proceeding with the project, entering into a new contract with ABA with a term ending December 30, 2005. Both prior to and after entering into the new contract, Town staff met with ABA several times with the intention of resuming the project; however, other priorities prevented the Town from moving forward in a timely fashion. The project has now progressed; however, the contract has expired as of December 2005.

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DISCUSSION:

A new contract is needed with ABA to complete the development of the Civic Center/Library Master Plan. A new contract will allow the completion of the remaining elements of the Master Plan including:

- A preferred site option, with a preliminary cost model;
- Master Plan Concepts, comprised of the preferred option, a refined cost model, a draft financing/funding strategy, and draft phasing strategy;
- Strategic Master Plan, comprised of finalized elements of the Master Plan Concepts.

Each of the above deliverables will be reviewed and discussed by staff and the Council ad-hoc sub-committee prior to bringing it forward for Council and community input at public meetings. The Master Plan will provide a blueprint for accommodating the community's service needs into the future, should the Council and community desire to move forward with any element of the plan. The Master Plan is built upon the needs expressed by the community through a number of customer focus groups and community forums, staff's knowledge about operational needs, and the consultants' expertise in space programming. Additional community input through the design charrette, the community forum on site options, and Council meetings has contributed to the plan to date.

While it is expected that the Master Plan will be completed by the end of the 2006 calendar year, it is prudent to extend the term of the new contract until June 30, 2007 to accommodate any unanticipated events.

The delays, stops and starts in the project discussed in the Background section have absorbed capacity in the ABA contract that was not anticipated when the contract was initiated in 2002. Capacity of the contract has been used in two ways: in hours for meetings to plan the resumption of the project and in hours for rework due to revisions needed to the Operational Plan and Space Program caused by the passage of time. A second unexpected use of contract capacity was the addition of a Town Council meeting (the June 5th Study Session which proceeded the Community Forum). An additional \$20,000 is needed to compensate for the unanticipated use of consultant time and capacity, and to ensure that sufficient funds are available to complete the Master Plan as originally envisioned.

CONCLUSION:

Staff recommends that Council authorize the Town Manager to negotiate and execute an agreement with ABA to complete the Civic Center/Library Master Plan in an amount not

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to exceed the remaining funds in this project plus an additional \$20,000 for a term ending June 30, 2007.

ENVIRONMENTAL ASSESSMENT:

Is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

Sufficient funds for the proposed agreement are available from two sources, the remaining unexpended funds from the original contract (approximately \$68,000 as of June 15, 2006) and from the FY 2005/06 General Fund's Manager's Contingency appropriation line item (\$20,000). Upon approval of this adjustment, any unexpended appropriations will be carried forward to FY 2006/07 as part of the capital budget.